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OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

8 May 1974

1. New T&A System. There will be a meeting tomorrow from 3:00 to 5:00 for the DDO T&A clerks. It will be in Room 4E64 which only holds about 40 people. Each component should limit its representation to not more than three employees, who can instruct the others at a later date.

2. Items from the DDO Staff Meeting - 8 May

25X1A a. Clerical Survey. The Office of Personnel and the Office of Medical Services will shortly undertake an attitudinal survey of the clerical employees in the Agency. The objective is to determine the feasibility of establishing a separate career service for clericals. A questionnaire will be developed for broad distribution, and interviews will be conducted with a few clericals selected at random. [REDACTED] will contact Personnel officers to arrange the interviews.

25X1A b. Newsletter. The DDO has received a memorandum from the ADDM&S asking that Division and Staff Chiefs give some thought to an Agency newsletter. [REDACTED] will be the coordinator for DDO.

25X1A 3. NIO-IC Travel. The NIO's and the IC Staff are beginning to develop their foreign travel plans. Area Division Chiefs are expected to provide appropriate guidance to field stations which may be visited. When travel orders are coordinated, be sure that the Chief, OPS Staff, and the Division Chief are aware of them.

25X1A 4. Fair Labor Standards Act. The first part of the meeting was devoted to a panel discussion of the new overtime procedures. The panel members were Messrs. [REDACTED] (OP), [REDACTED] (OF).

25X1A 5. SSA Staff. [REDACTED] has returned from [REDACTED] and will spend the summer in SSA. We expect to use him on special studies, including one on overseas housing.

25X1A 6. Credit Union. The Board of Directors of the Credit Union has concluded that it will be necessary to raise interest rates on loans, and a notice will be issued to explain this to members. The new rates will be:

7.5% Share loans of up to 100% of the share balance which are to be repaid in 5 years or less in at least monthly payments.

Educational loans.

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8.0% Share loans up to 100% of the share balance, which will be paid back in more than 5 years, less than 10.

Loans secured by real estate first mortgages or deeds of trust.

9.0% Loans secured by motor vehicles - new and used.

Loans secured by stocks, bonds or mutual fund holdings.

Home improvement loans.

Loans secured by second mortgages or deeds of trust.

12.0% Signature and comaker loans.

PALS.

These rates apply to NEW loans only.

7. Retirement. Frank VanDamm has announced that he will retire on 30 June. Mike Malanik will succeed him as Director of Logistics.

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